



City of Tempe

COURT COMMISSIONER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	433	<i>Department:</i>	Court
<i>Supervision Level:</i>	Appointed	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Assistant City Attorney
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
<i>Click here for more job classification information including current salary range.</i>			
<i>**This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.</i>			

REPORTING RELATIONSHIPS
Receives direction from the Presiding Judge or from her/his designees.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of experience as an attorney including responsibilities for preparing and presenting trial cases. Experience as a civil traffic officer, commissioner and/or judge in a municipal court is preferred.
<i>Education:</i>	A Juris Doctorate from an American Bar Association accredited law school.
<i>License / Certification:</i>	Member of the State Bar of Arizona in good standing for a minimum of five (5) years.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
Actively support and uphold the Court's and City's stated mission and values. Perform professional legal and administrative work involved in conducting hearings and related proceedings involving civil complaints and violations of state statutes, City Code, and regulations as well as performing professional judicial duties in interpreting and applying the local, state and federal laws in the Criminal Court on an as needed basis.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Preside over all facets of civil traffic cases, code enforcement violations, parking violations, petitions and hearings for protective orders/harassment injunctions. Preside over criminal in custody dockets and address issues concerning initial appearances, arraignments, pre-trials and orders to show cause. May be assigned to cover any aspect of a pending criminal case as directed by the Presiding Judge or her/his designees.
- Research and analyze issues based on applicable ordinances, codes, regulations, case law, statutory and constitutional law.
- Assist in the development of policies, procedures and methods of operation. Prepare reports and related documentation upon request of the Presiding Judge or her/his designees.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2007

Revised June 2011 (minor changes/updates to Essential Functions, Experience & Education)

Revised February 2014 (Updated purpose, supervision received, & essential functions)

Revised September 2018 (Update union code to CON – Contract/Council appointed positions)